



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
2 NAVY ANNEX  
WASHINGTON, DC 20380-1775

MCO 1650.41B  
LPE  
30 Apr 04

MARINE CORPS ORDER 1650.41B

From: Commandant of the Marine Corps  
To: Distribution List

Subj: MARINE CORPS ENGINEER ASSOCIATION (MCEA) ENGINEER AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1F

Encl: (1) List of Marine Corps Engineer Association (MCEA) Awards  
(2) Summary - Marine Corps Engineer Battalion Statistics

1. Situation. The MCEA Awards Program was established to recognize outstanding engineer achievements of individual Marines and organizations on an annual basis.
2. Cancellation. MCO 1650.41A.
3. Mission. Provide a list of MCEA awards, eligibility criteria, and submission procedures for award nominations to the annual MCEA Awards Program.

4. Execution

a. Deputy Commandant, Installations and Logistics (DC, I&L). The DC, I&L (LPE) is responsible for coordinating Marine Corps participation in all engineer award selections and those ceremonies conducted by the MCEA.

b. Commanders

(1) Commands with personnel and/or organizations which meet the criteria contained in enclosures (1) and (2) are encouraged to submit nominations.

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(2) Commanders are responsible for orders and funding for their recipients and any other representative(s) authorized to travel to awards ceremonies.

c. Nominations. Original nominations, and one copy, must be submitted by letter via the endorsing chain of command.

## 5. Administrative

a. Enclosure (1) provides pertinent information on MCEA awards sponsored by the DC, I&L including a brief history, eligibility criteria, nomination dates, and selection procedures for each award. Nominations shall be submitted, via the chain of command, per the guidance contained in this paragraph and the reference.

b. Individual award nominations will include:

(1) Concise description of action(s) (not to exceed 2 pages),

(2) Proposed citation,

(3) Compact disk with write-up and proposed citation in Microsoft Word format; and

(4) Unit POC to include phone number and email address.

c. Unit award nominations will contain:

(1) Concise description of action(s) (not to exceed three pages),

(2) Unit chronology of events for award period,

(3) Proposed citation,

(4) Current photographs (including at least five color photographs appropriate to the unit's mission),

(5) Supporting documentation which includes a completed copy of the appropriate Statistical Summary as displayed in enclosure (2), and

(6) Compact disk with write-up, and proposed citation in Microsoft Word Format, as well as current photographs in JPEG format.

(7) Unit POC to include phone number and email address.

d. Nominations must be received by the DC, I&L (LPE) on or before the nomination due date detailed in enclosures (1) and (2). Any changes to due dates will be indicated in the annual DC, I&L message, which solicits award nominations. Due to the volume of award recommendations received by this Headquarters late or incomplete nominations will not be considered.

e. Acts of valor recognized by military awards are also recognized by one or more of the engineer awards described in enclosure (1).

f. Each major subordinate command may submit one nomination for each award via the chain of command.

g. Individual award winners will be notified to submit an 8-inch by 10-inch photograph. (Preferred in digital CD-ROM)

## 6. Command and Control

a. DC, I&L. The DC, I&L (LPE) is responsible for coordinating Marine Corps participation in all engineer award selections and those ceremonies conducted by the MCEA.

### b. Commanders

(1) Commanders are responsible for orders and funding for their recipients and any other representatives authorized to travel to awards ceremonies.

(2) Commanders are encouraged to recognize individual and unit award recipients at appropriate local ceremonies.

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c. Commanding Officer (CO) Marine Corps Engineer School.  
The CO, Marine Corps Engineer School provides administrative support to the MCEA as requested and feasible.

d. Reserve Applicability. This Order is applicable to the Marine Corps Total Force.

  
RICHARD J. KELLY  
Deputy Commandant  
Installations and Logistics

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LIST OF MARINE CORPS ENGINEER ASSOCIATION (MCEA) AWARDS

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(NOTE: MWSS of the Year Award - Presented through  
MCEA Program)

ENCLOSURE (1)

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AWARDS CATEGORY

MCEA/INDIVIDUAL

- |                               |   |
|-------------------------------|---|
| 1. AWARD NAME:                | Title to be announced by separate correspondence - MARINE CORPS COMBAT ENGINEER OFFICER OF THE YEAR.  |
| 2. AWARD SPONSOR:             | Marine Corps Engineer Association.  |
| 3. HISTORY:                   | Established to recognize and honor the Combat Engineer Officer of the Year.   |
| 4. ELIGIBILITY:               | Company Grade Marine Corps Engineer Officer, Primary MOS 1302 - Active or Reserve.  |
| 5. AWARD CRITERIA AND PERIOD: | The most outstanding contribution in Marine Corps Engineering in Combat, Combat Support, Combat Service Support, Aviation Ground Support or Facilities Maintenance. The award covers the period 1 April through 31 March immediately preceding the nomination due date. |
| 6. SELECTION/PRESENTATION:    | Selection is made by the DC, I&L (LPE) through the MCEA Awards Board and presented at the annual MCEA National Assembly/Symposium.  |
| 7. NOMINATION DUE DATE:       | Due 30 June to DC, I&L (LPE).   |

ENCLOSURE (1)

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AWARDS CATEGORY:

MCEA/INDIVIDUAL

1. AWARD NAME: Title to be announced by separate correspondence - MARINE CORPS COMBAT ENGINEER STAFF NONCOMMISSIONED OFFICER OF THE YEAR.
2. AWARD SPONSOR: Marine Corps Engineer Association.
3. HISTORY: Established to recognize and honor the Marine Corps Combat Engineer Staff Noncommissioned Officer of the Year.
4. ELIGIBILITY: Marine Corps Engineer, E-6 through E-7, MOS 1361 or 1371 - Active or Reserve Establishment.
5. AWARD CRITERIA AND PERIOD: The most outstanding contribution of a Marine Corps Combat Engineer in Combat, Combat Support, Combat Service Support, Aviation Ground Support or as an instructor. The award covers the period 1 April through 31 March immediately preceding the nomination date.
6. SELECTION/PRESENTATION: Selection is made by the DC I&L (LP) through the MCEA Awards Board and presented at the annual MCEA National Symposium.
7. NOMINATION DUE DATE: Due 30 June to DC I&L (LPE).

ENCLOSURE (1)

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AWARDS CATEGORY:

MCEA/INDIVIDUAL

1. AWARD NAME: Title to be announced by separate correspondence - MARINE CORPS COMBAT ENGINEER NONCOMMISSIONED OFFICER OF THE YEAR.
2. AWARD SPONSOR: Marine Corps Engineer Association.
3. HISTORY: Established to recognize and honor the Marine Corps Combat Engineer Noncommissioned Officer of the Year.
4. ELIGIBILITY: Marine Corps Engineer, E-4 through E-5, MOS 1361 or 1371 - Active or Reserve Establishment.
5. AWARD CRITERIA AND PERIOD: The most outstanding contribution of a Marine Corps Combat Engineer in Combat, Combat Support, Combat Service Support, Aviation Ground Support or as an instructor. The award covers the period 1 April through 31 March immediately preceding the nomination date.
6. SELECTION/PRESENTATION: Selection is made by the DC I&L (LP) through the MCEA Awards Board and presented at the annual MCEA National Symposium.
7. NOMINATION DUE DATE: Due 30 June to DC, I&L (LPE).

ENCLOSURE (1)



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AWARDS CATEGORY:

MCEA/INDIVIDUAL

1. AWARD NAME: Title to be announced by separate correspondence - MARINE CORPS COMBAT ENGINEER OF THE YEAR.
2. AWARD SPONSOR: Marine Corps Engineer Association.
3. HISTORY: Established to recognize and honor the Marine Corps Combat Engineer of the Year.
4. ELIGIBILITY: Marine Corps Engineer, E-1 through E-3, MOS 1361 or 1371 - Active or Reserve Establishment.
5. AWARD CRITERIA AND PERIOD: The most outstanding contribution of a Marine Corps Combat Engineer in Combat, Combat Support, Combat Service Support, Aviation Ground Support or as an instructor. The award covers the period 1 April through 31 March immediately preceding the nomination date.
6. SELECTION/PRESENTATION: Selection is made by the DC I&L (LP) through the MCEA Awards Board and presented at the annual MCEA National Symposium.
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ENCLOSURE (1)

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AWARDS CATEGORY:

MCEA/INDIVIDUAL

1. AWARD NAME: Title to be announced by separate correspondence - MARINE CORPS ENGINEER EQUIPMENT OFFICER OF THE YEAR.
2. AWARD SPONSOR: Marine Corps Engineer Association.
3. HISTORY: Established to recognize and honor the Marine Corps Engineer Equipment Officer of the Year.
4. ELIGIBILITY: Marine Corps Engineer Officer, MOS 1310 - Active or Reserve Establishment.
5. AWARD CRITERIA AND PERIOD: The most outstanding contribution of a Marine Corps Engineer Equipment Officer in a Combat Support, Combat Service Support, or Aviation Ground Support, Acquisition, Maintenance, or other applicable billet. The Award covers the period 1 April through 31 March immediately preceding the nomination due date.
6. SELECTION/PRESENTATION: Selection is made by the DC, I&L (LPE) through the MCEA Awards Board and presented at the annual MCEA National Assembly/Symposium.
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AWARDS CATEGORY:

MCEA/INDIVIDUAL

1. AWARD NAME: Title to be announced by separate correspondence - MARINE CORPS ENGINEER EQUIPMENT STAFF NONCOMMISSIONED OFFICER OF THE YEAR.
2. AWARD SPONSOR: Marine Corps Engineer Association.
3. HISTORY: Established to recognize and honor the Marine Corps Engineer Equipment Chief of the Year.
4. ELIGIBILITY: Marine Corps Engineer Equipment Staff Noncommissioned Officer, MOS 1349 - Active or Reserve Establishment.
5. AWARD CRITERIA AND PERIOD: The most outstanding contribution of a Marine Corps Engineer Equipment Staff Noncommissioned Officer in a Combat Support, Combat Service Support, or Aviation Ground Support, Acquisition, Maintenance, or other applicable billet. The Award covers the period 1 April through 31 March immediately preceding the nomination due date.
6. SELECTION/PRESENTATION: Selection is made by the DC, I&L (LPE) through the MCEA Awards Board and presented at the annual MCEA National Assembly/Symposium.
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AWARDS CATEGORY:

MCEA/INDIVIDUAL

1. AWARD NAME: Title to be announced by separate correspondence - MARINE CORPS ENGINEER EQUIPMENT NONCOMMISSIONED OFFICER OF THE YEAR.
2. AWARD SPONSOR: Marine Corps Engineer Association.
3. HISTORY: Established to recognize and honor the Marine Corps Engineer Equipment Noncommissioned Officer of the Year.
4. ELIGIBILITY: Marine Corps Engineer Equipment Noncommissioned Officer, MOS 1316, 1341, and 1345 - Active or Reserve Establishment.
5. AWARD CRITERIA AND PERIOD: The most outstanding contribution of a Marine Corps Engineer Equipment Noncommissioned Officer in a Combat Support, Combat Service Support, or Aviation Ground Support, Acquisition, Maintenance, or other applicable billet. The Award covers the period 1 April through 31 March immediately preceding the nomination due date.
6. SELECTION/PRESENTATION: Selection is made by the DC, I&L (LPE) through the MCEA Awards Board and presented at the annual MCEA National Assembly/Symposium.
7. NOMINATION DUE DATE: Due 30 June to DC, I&L (LPE).

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AWARDS CATEGORY:

MCEA/INDIVIDUAL

1. AWARD NAME: Title to be announced by separate correspondence - MARINE OF THE YEAR - ENGINEER EQUIPMENT FIELD.
2. AWARD SPONSOR: Marine Corps Engineer Association.
3. HISTORY: Established to recognize and honor the Marine Corps Engineer Equipment Marine of the Year.
4. ELIGIBILITY: Marine Corps Engineer Equipment Marine, MOS 1316, 1341, and 1345 - Active or Reserve Establishment.
5. AWARD CRITERIA AND PERIOD: The most outstanding contribution of a Marine Corps Engineer Equipment Marine in a Combat Support, Combat Service Support, or Aviation Ground Support, Acquisition, Maintenance, or other applicable billet. The Award covers the period 1 April through 31 March immediately preceding the nomination due date.
6. SELECTION/PRESENTATION: Selection is made by the DC, I&L (LPE) through the MCEA Awards Board and presented at the annual MCEA National Assembly/Symposium.
7. NOMINATION DUE DATE: Due 30 June to DC, I&L (LPE).

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AWARDS CATEGORY:

MCEA/INDIVIDUAL

1. AWARD NAME: Title to be announced by separate correspondence - MARINE CORPS UTILITIES OFFICER OF THE YEAR.
2. AWARD SPONSOR: Marine Corps Engineer Association.
3. HISTORY: Established to recognize and honor the Marine Corps Utilities Officer of the Year.
4. ELIGIBILITY: Marine Corps Utilities Officer MOS 1120 - Active or Reserve Establishment.
5. AWARD CRITERIA AND PERIOD: The most outstanding contribution of a Marine Corps Utilities Officer in Combat Service, Combat Service Support, Aviation Ground Support, Acquisition, Maintenance, or other applicable billet. The award covers the period 1 April through 31 March immediately preceding the nomination due date.
6. SELECTION/PRESENTATION: Selection is made by the DC, I&L (LPE) through the MCEA Awards Board and presented at the annual MCEA National Assembly Symposium.
7. NOMINATION DUE DATE: Due 30 June to DC, I&L (LPE).

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AWARDS CATEGORY:

MCEA/INDIVIDUAL

1. AWARD NAME: Title to be announced by separate correspondence - MARINE CORPS UTILITIES STAFF NONCOMMISSIONED OFFICER OF THE YEAR.
2. AWARD SPONSOR: Marine Corps Engineer Association.
3. HISTORY: Established to recognize and honor the Marine Corps Utilities Staff Noncommissioned Officer of the Year.
4. ELIGIBILITY: Marine Corps Utilities, Staff Noncommissioned Officer, MOS 1169 - Active or Reserve Establishment.
5. AWARD CRITERIA AND PERIOD: The most outstanding contribution of a Marine Corps Utilities Engineer in Combat Support, Combat Service Support, Aviation Ground Support or as an instructor. The award covers the period 1 April through 31 March immediately preceding the nomination due date.
6. SELECTION/PRESENTATION: Selection is made by the DC, I&L (LPE) through the MCEA Awards Board and presented at the annual MCEA National Assembly Symposium.
7. NOMINATION DUE DATE: Due 30 June to DC, I&L (LPE).

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AWARDS CATEGORY:

MCEA/INDIVIDUAL

1. AWARD NAME: Title to be announced by separate correspondence - MARINE CORPS UTILITIES NONCOMMISSIONED OFFICER OF THE YEAR.
2. AWARD SPONSOR: Marine Corps Engineer Association.
3. HISTORY: Established to recognize and honor the Marine Corps Utilities Noncommissioned Engineer of the Year.
4. ELIGIBILITY: Marine Corps Utilities Marine, Noncommissioned Officer, MOS 1141, 1142, 1161, 1171, and 1181 - Active or Reserve Establishment.
5. AWARD CRITERIA AND PERIOD: The most outstanding contribution of a Utilities Marine, Noncommissioned Officer in a Combat Support, Combat Service Support, Aviation Ground Support or as an instructor. The award covers the period 1 April through 31 March immediately preceding the nomination due date.
6. SELECTION/PRESENTATION: Selection is made by the DC, I&L (LPE) through the MCEA Awards Board and presented at the annual MCEA National Assembly Symposium.
7. NOMINATION DUE DATE: Due 30 June to DC, I&L (LPE).

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AWARDS CATEGORY:

MCEA/INDIVIDUAL

1. AWARD NAME: Title to be announced by separate correspondence - MARINE OF THE-YEAR UTILITIES FIELD.
2. AWARD SPONSOR: Marine Corps Engineer Association.
3. HISTORY: Established to recognize and honor the Marine Corps Utilities Engineer of the Year.
4. ELIGIBILITY: Marine Corps Utilities Marine, MOS 1141, 1142, 1161, and 1171 - Active or Reserve Establishment.
5. AWARD CRITERIA AND PERIOD: The most outstanding contribution of a Utilities Marine in a Combat Support, Combat Service Support, Aviation Ground Support or as an instructor. The award covers the period 1 April through 31 March immediately preceding the nomination due date.
6. SELECTION/PRESENTATION: Selection is made by the DC, I&L (LPE) through the MCEA Awards Board and presented at the annual MCEA National Assembly Symposium.
7. NOMINATION DUE DATE: Due 30 June to DC, I&L (LPE).

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AWARDS CATEGORY:

MCEA/INDIVIDUAL

1. AWARD NAME: Title to be announced by separate correspondence - MARINE CORPS BULK FUEL OFFICER OF THE YEAR.
2. AWARD SPONSOR: Marine Corps Engineer Association.
3. HISTORY: Established to recognize and honor the Marine Corps Bulk Fuel Officer of the Year.
4. ELIGIBILITY: Marine Corps Bulk Fuel Officer, MOS 1390 - Active or Reserve Establishment.
5. AWARD CRITERIA AND PERIOD: The most outstanding contribution of a Marine Corps Bulk Fuel Officer in Combat Support, Combat Service Support Aviation Ground Support or as an instructor. The award covers the period 1 April through 31 March immediately preceding the nomination due date.
6. SELECTION/PRESENTATION: Selection is made by the DC, I&L (LPE) through the MCEA Awards Board and presented at the annual MCEA National Assembly/Symposium.
7. NOMINATION DUE DATE: Due 30 June to DC, I&L (LPE).

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AWARDS CATEGORY:

MCEA/INDIVIDUAL

1. AWARD NAME: Title to be announced by separate correspondence - MARINE CORPS BULK FUEL STAFF NONCOMMISSIONED OFFICER OF THE YEAR.
2. AWARD SPONSOR: Marine Corps Engineer Association.
3. HISTORY: Established to recognize and honor the Marine Corps Bulk Fuel Staff Noncommissioned Officer of the Year.
4. ELIGIBILITY: Marine Corps Bulk Fuel Staff Noncommissioned Officer, Bulk Fuel Marine MOS 1391 - Active or Reserve Establishment.
5. AWARD CRITERIA AND PERIOD: The most outstanding contribution of a Marine Corps Bulk Fuel Staff Noncommissioned Officer in Combat Support, Combat Service Support Aviation Ground Support or as an instructor. The award covers the period 1 April through 31 March immediately preceding the nomination due date.
6. SELECTION/PRESENTATION: Selection is made by the DC, I&L (LPE) through the MCEA Awards Board and presented at the annual MCEA National Assembly/Symposium.
7. NOMINATION DUE DATE: Due 30 June to DC, I&L (LPE).

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AWARDS CATEGORY:

MCEA/INDIVIDUAL

1. AWARD NAME: Title to be announced by separate correspondence - MARINE CORPS BULK FUEL NONCOMMISSIONED OFFICER OF THE YEAR.
2. AWARD SPONSOR: Marine Corps Engineer Association.
3. HISTORY: Established to recognize and honor the Marine Corps Bulk Fuel Noncommissioned Officer of the Year.
4. ELIGIBILITY: Marine Corps Bulk Fuel Noncommissioned Officer, Bulk Fuel Marine MOS 1391 - Active or Reserve Establishment.
5. AWARD CRITERIA AND PERIOD: The most outstanding contribution of a Marine Corps Bulk Fuel Noncommissioned Officer in Combat Support, Combat Service Support Aviation Ground Support or as an instructor. The award covers the period 1 April through 31 March immediately preceding the nomination due date.
6. SELECTION/PRESENTATION: Selection is made by the DC, I&L (LPE) through the MCEA Awards Board and presented at the annual MCEA National Assembly/Symposium.
7. NOMINATION DUE DATE: Due 30 June to DC, I&L (LPE).

ENCLOSURE (1)

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AWARDS CATEGORY:

MCEA/INDIVIDUAL

1. AWARD NAME: Title to be announced by separate correspondence - MARINE CORPS BULK FUEL MARINE OF THE YEAR.
2. AWARD SPONSOR: Marine Corps Engineer Association.
3. HISTORY: Established to recognize and honor the Marine Corps Bulk Fuel Marine of the Year.
4. ELIGIBILITY: Marine Corps Bulk Fuel, Bulk Fuel Marine MOS 1391 - Active or Reserve Establishment.
5. AWARD CRITERIA AND PERIOD: The most outstanding contribution of a Marine Corps Bulk Fuel Specialist in Combat Support, Combat Service Support Aviation Ground Support or as an instructor. The award covers the period 1 April through 31 March immediately preceding the nomination due date.
6. SELECTION/PRESENTATION: Selection is made by the DC, I&L (LPE) through the MCEA Awards Board and presented at the annual MCEA National Assembly/Symposium.
7. NOMINATION DUE DATE: Due 30 June to DC, I&L (LPE).

ENCLOSURE (1)

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AWARDS CATEGORY:

MCEA/INDIVIDUAL

1. AWARD NAME: Title to be announced by separate correspondence - MARINE CORPS EXPLOSIVE ORDNANCE DISPOSAL OFFICER OF THE YEAR.
2. AWARD SPONSOR Marine Corps Engineer Association.
3. HISTORY: Established to recognize and honor the Marine Corps Explosive Ordnance Disposal Officer of the Year.
4. ELIGIBILITY: Marine Corps Explosive Ordnance Disposal Officer, MOS 2305.
5. AWARD CRITERIA AND PERIOD: The most outstanding contribution as a Marine Corps Explosive Ordnance Disposal Officer. The award covers the period 1 April through 31 March immediately preceding the nomination due date.
6. SELECTION/PRESENTATION: Selection is made by the DC, I&L (LPE) through the MCEA Awards Board and presented at the annual MCEA National Assembly/Symposium.
7. NOMINATION DUE DATE: Due 30 June to DC, I&L (LPE).

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AWARDS CATEGORY:

MCEA/INDIVIDUAL

1. AWARD NAME: Title to be announced in separate correspondence - MARINE CORPS EXPLOSIVE ORDNANCE DISPOSAL TECHNICIAN OF THE YEAR.
2. AWARD SPONSOR: Marine Corps Engineer Association.
3. HISTORY: Established to recognize and honor the Marine Corps Explosive Ordnance Disposal Technician of the Year.
4. ELIGIBILITY: Any Marine with MOS 2316.
5. AWARD CRITERIA AND PERIOD: The most outstanding contribution in Explosive Ordnance Disposal Support by a Marine Corps Explosive Ordnance Disposal Technician. The award covers the period 1 April through 31 March immediately preceding the nomination due date.
6. SELECTION/PRESENTATION Selection is made by the DC, I&L (LPE) through the MCEA Awards Board and presented at the annual MCEA National Assembly/Symposium.
6. NOMINATION DUE DATE: Due 30 June to DC, I&L (LPE).

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AWARDS CATEGORY:

MCEA/UNIT

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|-------------------------------|---|
| 1. AWARD NAME:                | Title to be announced by separate correspondence- COMBAT ENGINEER BATTALION OF THE YEAR.  |
| 2. AWARD SPONSOR:             | Marine Corps Engineer Association.  |
| 3. HISTORY:                   | Established to recognize the Outstanding Combat Engineer Battalion of the Year.   |
| 4. ELIGIBILITY:               | All Combat Engineer Battalions, Active or Reserve Establishment.  |
| 5. AWARD CRITERIA AND PERIOD: | The most outstanding Combat Engineer Battalion. The award covers the period 1 April through 31 March immediately preceding the nomination due date. |
| 6. SELECTION/PRESENTATION:    | Selection is made by the DC, I&L (LPE) through the MCEA Awards Board and presented at the annual MCEA National Assembly/Symposium.                  |
| 7. NOMINATION DUE DATE:       | Due 30 June to DC, I&L (LPE).   |

ENCLOSURE (1)



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AWARDS CATEGORY

MCEA/UNIT

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|-------------------------------|--|
| 1. AWARD NAME:                | Title to be announced by separate correspondence - ENGINEER SUPPORT BATTALION OF THE YEAR.   |
| 2. AWARD SPONSOR:             | Marine Corps Engineer Association.   |
| 3. HISTORY:                   | Established to recognize the Outstanding Engineer Support Battalion of the Year.   |
| 4. ELIGIBILITY:               | All Engineer Support Battalions, Active or Reserve Establishment.  |
| 5. AWARD CRITERIA AND PERIOD: | The most outstanding Engineer Support Battalion. The Award covers the period 1 April through 31 March immediately preceding the nomination due date. |
| 6. SELECTION/PRESENTATION:    | Selection is made by the DC, I&L (LPE) through the MCEA Awards Board and presented at the annual MCEA National Assembly/Symposium.                   |
| 7. NOMINATION DUE DATE:       | Due 30 June to DC, I&L (LPE).  |

ENCLOSURE (1)

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AWARDS CATEGORY

MCEA/UNIT

- |                              |  |
|------------------------------|--|
| 1. AWARD NAME                | Title to be announced by separate correspondence - MARINE WING SUPPORT SQUADRON (MWSS) ENGINEER DIVISION OF THE YEAR.  |
| 2. AWARD SPONSOR             | Marine Corps Engineer Association.   |
| 3. HISTORY                   | Established to recognize the Outstanding Marine Wing Support Squadron Engineer Divisions of the Year.  |
| 4. ELIGIBILITY               | All Marine Wing Support Squadron Engineer Divisions, Active or Reserve Establishment.  |
| 5. AWARD CRITERIA AND PERIOD | The most outstanding Marine Wing Support Squadron (MWSS) Engineer Divisions. The Award covers the period 1 April through 31 March immediately preceding the nomination due date. |
| 6. SELECTION/PRESENTATION    | Selection is made by the DC, I&L (LPE) through the MCEA Awards Board and presented at the annual MCEA National Assembly/Symposium.   |
| 7. NOMINATION DUE DATE:      | Due 30 June to DC, I&L (LPE).  |

ENCLOSURE (1)

SUMMARY-MARINE CORPS ENGINEER BATTALION STATISTICS

1. The following criteria will be used for nominations to the Marine Corps Engineer Battalion of the Year Award:

a. Operations. Summarize all deployments, operations and/or exercises the battalion - to include companies, platoons or detachments - participated in during the eligibility period.

b. Accomplishments. Summarize all significant accomplishments - such as construction projects, special/unique training conducted, innovations, special events, community involvement, PME sessions conducted, etc. - completed or initiated during the eligibility period.

c. Equipment. Summarize noteworthy maintenance/readiness accomplishments - to include all equipment (communications, motor transport, heavy equipment, field mess, utilities, etc.), inspection results, innovative techniques, etc.-during the eligibility period.

d. Safety. Summarize noteworthy safety accomplishments to include numerical/statistical reductions in fatalities, injuries, or accidents during training, exercises or operations that prevented them from performing their duties longer than 30 days grades on safety inspections. List any vehicle/equipment accidents and/or the number of working days since the last accident.

e. Miscellaneous. List any unit and/or significant individual awards or recognition presented during the eligibility period. Also, summarize any noteworthy training, educational, or other accomplishments not listed in the categories above (for example, off-duty education statistics, reenlistment rates, Navy/Marine Corps Relief participation, MCI completions, reductions in non-judicial punishments, or any other item that reflects favorably on the unit.

ENCLOSURE (2)